

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**10 September 1953**

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

0	1
0	9
1	0
2	29
1	39

25X1

1. No. on leave three days or more:

Records Mgt. Section- **1**  
Mail Control Section- **7**  
Records Center Sec.- **4**

2. No. on special detail out of office **1**. How long?

Records Mgt. Section- **0**  
Records Center Section- **0**  
Mail Control Section- **1**

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- **0**  
Records Center - **4**  
Mail Control - **15**

5. Specific cases on item 4 not in previous reports. \_\_\_\_\_

(Mail Control)  
Resignation effective as of 9/23/53

25X1

6. New applicants interviewed     . Recruited by Personnel     .  
Recruited by this office     .

B. Administration and Problems:

Records Management Section - A summary of the tentative records control schedule for the Machine Records Branch indicates that of 313 feet of records scheduled, 150 feet (or 48%) are subject to immediate disposition pending approval of the schedule. It also appears that the file cabinet requirements for the Branch could be reduced considerably. A similar records control schedule is now being prepared for the Printing and Reproduction Division.

Records Center Section - A review is being made for the requirements for operating the Records Center exclusively from Rosslyn. While some repairs and construction appear to be necessary, the savings in the lease, guardpost and building maintenance appear to permit substantial savings in the first year of operation.

A backlog of approximately 80 man-hours of work has developed in the Supplemental Distribution activity. This has occurred because of a continuing heavy work load, the regular assignment of two employees in the [ ] and less help from the microphotographers who are currently needed for their regular work. Efforts are now being made to reduce this backlog through the assignment of personnel of other sections of the Branch.

Mail Control Section - On 3 September 1953, there were three couriers on sick leave, one on emergency annual leave and four on annual leave. This shortage of personnel made it impossible to fulfill some requests for special service and it was necessary for the supervisors and dispatchers to make a number of the regular runs.

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	-	18,697
Flat-bed Camera	10,375	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	28	-
Reference to records material	42	178
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information reports	708	624
Intelligence reports	41	145
b. Supplemental Distributions:		
Information reports	182	306
Intelligence Reports	75	191
Notices	-	32
Regulations	1	144
Others	-	9
c. Initial Distributions:		
Notices	2	3
Regulations	1	1.7
Others	-	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	4,428	5,064
Outgoing	4,990	6,537
b. Postage expended	\$666.87	\$800.12
c. Scheduled courier trips	186	240
d. Special courier trips	60	55.3
e. Inter-agency mail by courier		
Incoming	1,035	956
Outgoing	838	1,313
f. Personnel actions:		
Recruitments	-	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	1	-
Not available	-	-